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Federal Organizations

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Wright-Patterson AFB, OH5 March 1997

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ù#Ãûÿÿ####ÿÿ####ÿÿ#ÿÿd#####Z#####>###Participation in Non-Fed.
Organizations #Reasons for the Rules

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÷-ü sÿÿ####ÿÿ####ÿÿÿd#####Z#####ê###If an employee is an officer,
director or trustee of a non-Fed. org., he or she may not participate in an
official capacity in any govt. matter in which the org. has a financial interest
(18 USC 208)Example: If your CC is a member of the Board of Directors of an
org., CC may not act on that organization's request to the base for support
Officers, directors & trustees have a fiduciary duty to their org., but AF
members also have duty to act in AF's best interest. Result: conflict.

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ipation in a Mgmt. Position in a#Non-Fed. Org. -- DOD's Approach

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management position in an official capacity has been raised:Before JER Change 2
on 25 Mar 96, it was Head of the DOD Component, i.e. SECAFNow it is DOD
DAEO, i.e. DOD/GCDOD Liaison is the preferred means of conducting official
business with non-Federal entities (DOD/GC Ltr, 7 Mar 96)

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Three Ways to Participate#in a Non-Federal Organizationc

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(i.e. officer, director or trustee) in an official capacityServe as a DOD
Liaison in an official capacityServe in a Management Position in a personal
capacity#

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#####Z#####8###Serving in a Management Position#in an Official Capacity

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officer, director or trusteeMust be approved by DOD/GC (JER 3-202)HQ USAF/JAG
states that DOD/GC is very unlikely to approve Management Position in an
official capacity#

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Official Capacity

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(JER 3-201)CC's may not approve themselvesDOD Liaisons may officially represent
DOD in discussions of matters of mutual interest, if it is made clear that the
DOD Liaison is not binding DOD to any action (JER 3-201)DOD Liaisons may not be
involved in matters of mgmt. or control of the non-Fed. org.

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official duties, i.e. it's official business, & thus you may use:Government
timeGovernment vehicles, &Other government resourcesMay use your duty title &
organization name in connection with your activities (JER 3-209)

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to a contractorMay not serve on advisory board to any company doing business or
seeking to do business with DOD (DOD/GC Ltr, 5 Aug 96)Employees in such a
position should remove themselves (HQ USAF/JAG Ltr, 9 Aug 96)May not endorse
the org.'s activities (JER 3-209)

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Z#####L###DOD Liaisons -- What to Do When CC# is Invited to Serve in Mgmt.
Position
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###Call the non-Federal organization & explain that there are two options:
Service in a Mgmt. Position requires approval by the Pentagon, may take a long
time, & is likely to be disapprovedService as a DOD Liaison can be approved
locally (or within AFMC), and quickly

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a#Management Position to a DOD Liaisonn

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in a mgmt. position in their official capacity, use JAF's DOD Liaison
Conversion Kit, consisting of: Letter to CC explaining that Mgmt. Position
should be converted to DOD Liaison Letter appointing person as DOD Liaison Letter
to non-Federal org. asking them to change their records to reflect new title

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outside the scope of your official position (JER 3-301)No approval required
Can't serve in Mgmt. Position in personal capacity, if the position is offered
because of your DOD assignment or position (JER 3-301)#

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in a Personal Capacity

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resources, including:Government time (5 CFR 2635.705(a)),Subordinate's time
(JER 3-305b),Stationery or postage (5 CFR 2635.704), orOther resources (DOD/GC
Ltr, 11 May 94)Exception: Can use official channels to notify other employees
of events sponsored by non-Federal organizations (JER 3-208)#

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Position#in a Personal Capacitye

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C#y#y####y#y#y#####Z#####_###When participating in the
activities of the org. May use name, military grade, & military dept. May not use
official title, position, or org. name Examples: Colonel John Smith, U.S. Air
Force -- OK Colonel John Smith, Director, F-16 SP0 -- NoSame rules apply to
putting one's name on org.'s letterhead (JER 3-300a(1); DOD/GC Ltr, 28 Feb 95)
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Position#in a Personal Capacity#

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for serving as officer or board member of a non-Fed. organization
(DepSecDef Ltr, 23 Jul 96)Exception for professional associations & family
entities -- requires SECAF approvalMay accept travel expenses to attend Direc-
tors meetings (HQ USAF/JAG Ltr, 30 Jul 96)

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ipation by Employee's Spouse#in a Non-Federal Organization

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If an employee's spouse is an officer, director or trustee of a non-Fed.
organization, the employee may not participate in matters involving the
organiza-tion, unless supervisor determines that the govt.'s need to use that
employee outweighs the appearance problem (5 CFR 2635.502)Example: If
employee's spouse is on the Board of Directors for the local Red Cross chapter,
the employee should not be involved in responding to the Red Cross request for
support

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Organizations -- Other Issues

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organization involve any gifts?Does letter from the organization say they are
offering your CC a [complimentary] membership in the organization?HQ AFMC/PA is
preparing a handout on this subject for the PA offices in AFMC to give to their
senior level clients

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